



CITY OF DELTONA

BUILDING AND ENFORCEMENT SERVICES DEPARTMENT

2345 Providence Blvd - Deltona, FL 32725

Permitting: (386) 878-8660 - (386)878-8662 - Zoning: (386) 878-8650 Fax: (386) 878-8651

E-mail: Permitting@deltonafl.gov

OFFICE HOURS

Monday - Friday 8:00 a.m.-4:00 p.m.

Change of Contractor or Subcontractor

I, _____, do hereby request _____
(Contractor/subcontractor's Name)

_____, who is my _____ contractor/subcontractor
(License number) (Electrical, Mechanical, Gas, Plumbing, Roofing)

be removed as the contractor/subcontractor of record on permit # _____ at

_____ and be replaced by _____
(Address of permitted property) (Contractor /subcontractor)

(License number)

I acknowledge by my signature that I will hold the City of Deltona harmless and relieve it from any responsibility or liability for any legal action or damage resulting from this change.

(Contractor's Signature)

(Date)

STATE OF FLORIDA, COUNTY OF _____

Affirmed and subscribed before me this _____ day of _____ 20____ by _____ who is
personally known to me or who has produced _____ (type of ID) identification.

Signature of Notary Public State of Florida

Print, Type or Stamp Name of Notary

(SEAL)

See procedure for changing a Contractor/Subcontractor on a permit on the back of this form.

PROCEDURES FOR CHANGING A CONTRACTOR/SUBCONTRACTOR ON A PERMIT

This form only applies for permits with (2) or more inspections. The following documentation must accompany the request for changing a contractor/subcontractor.

GENERAL CONTRACTORS:

- A letter on company letterhead from the originating contractor stating that he wants to be removed as the contractor of record. (If the contractor is present, you may take a written statement requesting that they be removed and make a copy of their driver's license for the file).
- An application from the new contractor completely filled out, signed and notarized, including all appropriate subcontractors.
- **Change of Contractor/Subcontractor form filled out and a fee of \$50.00**

OR

- A copy of a letter and the return receipt of registered mail from the homeowner to the originating contractor informing the contractor that they are being replaced as the contractor and a notarized "Change of Contractor" or "Change of Subcontractor" form.
- An application from the new contractor completely filled out, signed and notarized, including all appropriate subcontractors.
- **Change of Contractor/Subcontractor form filled out and a fee of \$50.00**

SUBCONTRACTORS:

- A letter on company letterhead from the General Contractor stating that he wants to replace a subcontractor.
- An application from the new subcontractor completely filled out, signed and notarized.
- **Change of Contractor/Subcontractor form filled out and a fee of \$25.00**

DO NOT USE THIS FORM if the permit has a single inspection permit, i.e., (mechanical change-out, re-roof, electrical repair, hot water heater replacement, etc.) In this case the permit can be canceled with the following documentation:

A letter on company letterhead from the originating contractor/subcontractor stating that he wants to cancel the permit. (If the contractor/subcontractor is present, you may take a written statement requesting the permit be cancelled and make a copy of their driver's license for the file)

OR

A copy of a letter and the return receipt of registered mail from the homeowner to the originating contractor/subcontractor informing the contractor/subcontractor they are being replaced as the contractor/subcontractor.

Original permit shall be canceled before a new permit with the new contractor/subcontractor is issued.